



STRATEGIC PLANNING AND RESOURCE COMMITTEE BYLAWS

I. PURPOSE

The Strategic Planning and Resource Committee (SPRC) is a Senate committee established as an official advisory committee to the University President and is responsible for:

- A. Reviewing the University mission/vision every 4 years and making recommendations for changes to the President as appropriate,
- B. Recommending a strategic plan to the President and the Council of Trustees,
- C. Monitoring and reviewing the assessment of the university's strategic plan, using all pertinent institutional and programmatic data,
- D. Recommending updates and revisions to the Strategic Plan as appropriate,
- E. Advising the President on other critical strategic issues,
- F. Linking critical strategic issues and assessment outcomes to the budget and other resources and recommending priorities,
- G. Providing oversight to the program review recommendations and processes to ensure that resources are considered and that issues which affect more than one program or initiative are addressed
- H. Maintaining effective communication with the University community

II. MEETINGS AND MEMBERSHIP SELECTION AND TERMS

- A. Frequency of Meetings
 - 1. The committee shall meet at least three times per academic semester on Friday at 3 pm, with other meetings called at the discretion of the President and/or the Executive Committee of the Strategic Planning and Resource Committee.
- B. Attendance
 - 1. Regular attendance of all members is expected. Excessive absences may result in removal of the member by the Executive Committee of SPRC. The



executive committee will notify the University Senate of any vacancies of elected members.

C. Composition of the Membership

1. Faculty representatives (voting members): APSCUF president or designee, University Senate president or designee, and eleven representatives elected through the Senate (two faculty from each college, one graduate faculty member, one non-teaching faculty member, and one at-large faculty member.)
2. Other voting members: the President of Student Government Board or their designee, a graduate student representative or their designee and two staff members who are elected through the Senate.
3. Ex-officio, non-voting members: President of the university; administration members, as appointed by the President, including, but not limited to Cabinet members, Vice Provost of Extended and Lifelong Learning & Graduate Dean, Associate Vice President for Accreditation, Assessment, and Curriculum, Deans' Council Representative, the Chief Diversity Officer, the Assistant Vice President for Informational Technology, and a representative from the Alumni Association.
4. Individuals who serve SPRC should only represent one body/office/division, insofar as possible.

D. Officers and Other Executive Committee Members

1. The officers of the committee are the Chair and the Vice Chair, both of whom must be faculty members from the elected membership.
2. The other members of the Executive Committee are the chairs of the standing subcommittees. The executive members do not have to be voting members of SPRC.

E. Terms

1. All elected members serve for a staggered three-year term and may be re-elected.
2. Officers of the committee and the subcommittee chairs are elected by the full committee to serve for two years.



3. The Chair, Vice-chair, chair of budget, and chair of strategic initiatives may serve only two consecutive terms in the same position. The Program Review Chair(s) may serve unlimited consecutive terms in this position.
4. Officer and subcommittee chair elections will be conducted during the last meeting of the spring semester.
5. Members of each subcommittee will be determined prior the first meeting of the fall semester or throughout the year as needed.

III. AGENDA AND MINUTES

A. Agenda

1. Items will be solicited two weeks prior to the scheduled meeting.
2. The agenda should be sent to the committee one week prior to the meeting.

B. Minutes

1. Minutes from the previous meeting should be distributed to all members one week prior to each meeting, along with any pertinent documents.

IV. RULES OF ORDER

- A. Meetings shall be conducted according to the current Robert's Rules of Order.
- B. A quorum will consist of the presence of a majority of the voting members of the full committee.

V. DUTIES OF THE OFFICERS AND MEMBERS

The officers of the committee are responsible for ensuring that the work of the committee is implemented.

A. Duties of the Chair

1. is responsible for reporting to University Senate once a year.
2. creates and presides over the agenda for all full committee meetings.
3. meets with the University President as needed.



4. acts as a liaison to University Senate and other shared governance bodies.
5. may establish taskforces on behalf of SPRC.
6. presides over the Executive Committee of SPRC.

B. Duties of the Vice Chair

1. facilitates the onboarding of new members.
2. assumes the responsibilities of the Chair in their absence.

C. Duties of the members

1. adhere to the purpose of the Strategic Planning and Resources Committee.
2. respond to issues raised by the officers.
3. complete assignments deemed necessary by the Strategic Planning and Resources Committee.
4. report to their constituencies and communicate issues from those bodies.

VI. STANDING SUBCOMMITTEES

- A. Subcommittees are responsible for carrying out specific charges assigned by the committee. Members of these subcommittees serve for a one-year period.
- B. The four standing subcommittees shall be: Strategic Initiatives Subcommittee, Academic Program Review Subcommittee, Administrative Program Review Subcommittee, and Budget and Resources Subcommittee.
- C. Each subcommittee should meet at least once each academic year or more frequently as needed to accomplish the charges required of each subcommittee and report regularly to the full committee.
- D. Strategic Initiative Subcommittee
 1. Purpose: The Strategic Initiatives Subcommittee shall monitor and recommend updates to the Kutztown University of Pennsylvania's strategic plan. The Subcommittee reports to the SPRC on critical strategic issues and recommends priorities. The Subcommittee shall seek additional input from the university community to carry out its charge.



2. Charge:

- a. Identify issues critical to the success of the University.
- b. Review and provide feedback on the strategic plan objectives which have been identified as priorities.
- c. Confer with the Budget and Resources Subcommittee to ensure there is alignment of university resources with strategic priorities and initiatives.
- d. In coordination with the University's planning cycle, recommend updates based on charges a and b above, to the university's Strategic Plan.
- e. Provide an annual update to the SPRC on the assessment of progress on strategic initiatives.

3. Membership:

- a. The Strategic Initiatives Subcommittee shall consist of a Chair elected by the SPRC and a minimum of three faculty members and two other selected members of the SPRC. The President of the university (or designee) and the Chair of the SPRC are ex-officio members.
- b. Additional members of the committee are at the discretion of the SPRC.

E. Academic Program Review Subcommittee

1. Purpose: The Kutztown University Academic Program Review Subcommittee assesses academic program review outcomes within the context of the mission/vision of the university as well as the university's strategic plan.

2. Charge:

- a. Evaluate the academic program reviews.
- b. Make recommendations to the SPRC on academic program review process.
- c. Provide coordination and guidance on various aspects of the academic program review process.
- d. Submit regular reports to the SPRC on academic program review progress.

3. Membership:

- a. The Academic Program Review Subcommittee shall be chaired by the Associate Vice President for Accreditation, Assessment, and Curriculum. The subcommittee shall also consist of a minimum of three faculty members and one other member of the SPRC. The President of the University (or designee) and the Chair of the SPRC are ex-officio members.



- b. Additional members of the committee are at the discretion of the SPRC.

F. Administrative Program Review Subcommittee

1. Purpose: The Kutztown University Administrative Program Review Subcommittee assesses administrative program review outcomes within the context of the mission/vision of the university as well as the university's strategic plan.
2. Charge:
 - a. Evaluate the administrative program reviews.
 - b. Make recommendations to the SPRC on administrative program review process.
 - c. Provide coordination and guidance on various aspects of the administrative program review process.
 - d. Submit regular reports to the SPRC on administrative program review progress.
3. Membership:
 - a. The Administrative Program Review Subcommittee shall be chaired by the Associate Vice President for Accreditation, Assessment, and Curriculum. The subcommittee shall also consist of a minimum of three non-faculty members and one faculty member of the SPRC. The President of the University (or designee) and the Chair of the SPRC are ex-officio members.
 - b. Additional members of the committee are at the discretion of the SPRC.

G. Budget and Resource Subcommittee

1. Purpose: The Budget and Resources Subcommittee monitors the current university budget and other resources and assesses both internal and external factors that may impact current or future budgets.
2. Charge:
 - a. Align the university budget and resources with strategic initiatives.
 - b. Be a sounding board in the event of budget and resource cuts.
 - c. Submit reports to the SPRC on the ongoing progress of this subcommittee.
 - d. Periodically review the facilities master plan and monitor in house major renovations and alterations



- e. Periodically review recommendations for significant changes in building, room or outdoor space function excluding auxiliaries and non-university owned properties.
3. Membership:
- a. The Budget and Resource Subcommittee shall consist of three faculty members and the Vice President for Finance and Facilities and the Provost or designee. The President of the University (or designee) and the Chair of the SPRC are ex-officio members.

Bylaws Last Revised:

November, 2024